

SOUTH EAST AREA TRANSIT
375 Fairbanks Street * Zanesville, Ohio 43701 * (740) 454-8574
BOARD OF TRUSTEES MEETING
Wednesday March 19, 2014

LOCATION:

SEAT Transit Center, 224 Main Street, Zanesville, Ohio 43701

MEMBERS PRESENT:

Karen Adornetto
Paul DuBeck
Roger Fitz
Ellen Rucker
Kurt Ufholz
Kayla Wyers
Shawon Glaub

MEMBERS ABSENT:

Tom Peters
Herb Perry
Boyer Simcox

ALSO PRESENT:

Howard Stewart, Board Secretary-Treasurer, SEAT Transit Director
Alicia Love, SEAT Finance Manager
Dianne Gill, SEAT Administrative Manager
Richard Wood, SEAT Maintenance Director
Linda Minter, SEAT Operations Director
Arlene Johnson, SEAT Guernsey County Transportation Supervisor

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Mr. Ufholz called the March 19th Regular Board meeting to order at 4:11 pm.

APPROVAL OF MINUTES:

Ms. Wyers asked the date of the board meeting be changed from March 18th to March 19th on the last page of the minutes.

Mr. DuBeck made a motion to accept the February Regular Meeting Minutes with the one alteration and Ms. Adornetto seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:13pm.

OFFICIAL COMMUNICATIONS AND CLAIMS:

Ms. Love stated she handed out copies to all members present of the recent news article written by a journalist at the Zanesville Times Recorder regarding funding and public transportation.

PUBLIC COMMENT PERIOD:

No public comments were heard at this time as no public members were in attendance.

REPORTS:

Mr. Stewart briefly went over the Transit Director's Report with the Board.

Mr. Stewart informed the Board the Route Changes Public Hearings were scheduled for Monday, March 24, 2014. The Guernsey County hearing will be at the Crossroads Library in Cambridge at 10am and the Muskingum County hearing will be held at the Transit Center in Zanesville at 4pm.

Mr. Stewart stated he, Ms. Johnson, and Mr. Wood met with Brennan Dudley & Mayor Watson from the Village of Byesville. The search for an additional SEAT Board member is still ongoing. Mr. Stewart and Mr. Ufholz will be taking one of the Byesville Counsel Members, Jay Jackson, to lunch.

Mr. Stewart stated the ODOT TAR (Technical Assistance Review) occurred on Wednesday, February 19, 2014. SEAT performed within the typical percentile but still have some items that need to be either updated or created. This will be addressed at a later date.

Mr. Stewart stated SEAT has found a "home" for the Guernsey County operations – some office space at 60788 Southgate Road. This will be further discussed under new business.

Mr. Stewart informed the Board he met with Mr. Wood and Ms. Love regarding the 4 year capital plan adjustment due in April. They adjusted equipment/vehicle needs as well as other capital items.

Mr. Stewart stated Evans & Associates have completed the initial evaluation of the SEAT job positions as well as tightening up all job descriptions. Approval will be requested from the Board when the process is complete. Mr. Stewart has mailed out wage evaluation forms to various similarly sized organizations in an attempt to gauge pay ranges.

Mr. Stewart informed the Board SEAT management staff will be going through leadership training on April 5 from 9-3 instructed by Ken Reed of OTRP.

Mr. Stewart indicated he and Richard Wood attended the Transit 101 Module 4 training on Procurement on March 12 & 13, 2014 in Chillicothe. SEAT will be developing a procurement team.

Mr. Stewart stated he and Jeff Fisher, SEAT Lead Mechanic, will be attending the Mid-East CTC annual employability expo on March 26, 2014 from 9-11am.

Mr. Stewart explained to the Board the Muskingum County Auditor is still looking in to the property at Restoration Park that is listed as Y-City Transit property.

Mr. Stewart and Ms. Love met with Randy Cochrane and Beth Burton from MCJFS. They received an internal audit and there will be changes occurring during the next RFP for their services for the contract beginning in July 2014.

Mr. Stewart and Ms. Minter met with John Hill and Cathy Smith from Starlight to look at feasibility of adding an additional route to SEAT. Starlight is also looking into possibly asking SEAT to handle all their adult transportation as well.

Mr. Stewart stated he is asking the Board to approve the contract for the new phone system in new business.

Mr. Stewart stated he has not heard anything from Josh Bishop from Zanesville Municipal Court system regarding the special bus passes for clients.

Mr. Stewart informed the Board he was contacted by Steve Foreman for Zanesville City Schools regarding transporting parents and students out to Kindergarten registration at National Road Elementary at the end of March. While this would be considered charter service and not something SEAT can provide to them, the Greenwood Route is expanding to include National Road Elementary on March 31, 2014 so the parents can utilize it then.

Mr. Stewart informed the Board he had suggested Howard Bailey to the Muskingum County Commissioners as a replacement for Jody Spencer but they had indicated since they did not know him personally, they were not sure about appointing him to the Board.

Mr. Stewart informed the Board he received an email from Skip Dunkle from ODOT which stated all 2014 Capital Contract vehicles were to be ordered no later than April 30, 2014.

Mr. Stewart informed the Board he and Rich had been informed at the Transit 101 Training that the Converted Vans SEAT had intentions of purchasing during 2014 and beyond

were being discontinued due to safety concerns. They were being replaced with LTN's (Light Transit Vehicle – Narrow Body) which are shorter and narrower than the LTV's. The CV's held 6 walk-ons + 2 w/c and the LTN's hold 8 walk-ons + 2 w/c.

Mr. Stewart informed the Board the SEAT server is rapidly going downhill. Through brainstorming with staff on ways to purchase this item, it was determined we could allocate funds from the phone system Capital Contract into purchasing a new server. This is due to the new phone system needing to utilize VOIP (Voice Over Internet Protocol) to connect the two buildings. SEAT is currently in the process of getting quotes on prices for a beefed up server system.

Mr. Stewart stated within new business he was asking the Board's approval for Ms. Gill to go to SERB (State Employee Relations Board) Training in Columbus on March 31-April 2, 2014.

Ms. Minter briefly went over the February Operations Reports. Ridership in Muskingum County is up slightly (173 more than February 2013) and Guernsey County is down slightly (32 less than February 2013) but overall ridership is up for 2014. Contract Ridership has increased in both counties and Ms. Minter has added two more drivers in Muskingum County and would like to add more in Guernsey County if candidates are found. Overtime is still a concern but manageable.

Mr. Wood briefly discussed the February Maintenance Report with the Board.

FINANCIAL REPORTS:

Ms. Love presented the Board with the January Financials. Overall, SEAT showed a net gain of \$7,517 and has a positive net position of \$83,599.

Ms. Wyers made a motion to accept the January Financials as presented and Mr. Fitz seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:54pm.

EXECUTIVE SESSION:

Mr. DuBeck made a motion to go into Executive Session to discuss employee matters and Ms. Adornetto seconded the motion. Vote: In favor – Unanimous (verbal vote) at 4:55pm.

Mr. DuBeck made a motion to come out of Executive Session and Ms. Adornetto seconded the motion. No decisions nor motions were made while in executive session. Vote: In favor – Unanimous (verbal vote) at 5:07pm.

OLD BUSINESS:

Resolution 2014-08: Approve the Emergency Preparedness Plan (EPP) – This resolution asks for approval for the EPP given to the Board at the last regular Board meeting.

Mr. DuBeck made a motion to accept Resolution 2014-08 as presented and Ms. Rucker seconded the motion. Vote: In favor -- Unanimous (verbal vote) at 5:08pm.

NEW BUSINESS:

Resolution 2014-09: Approve Cambridge Office Space Lease. This resolution approves the Guernsey County SEAT operations lease for office space within the Southgate Office Complex on Southgate Road in Byesville for \$474.94/month (utilities inclusive) for one year.

This resolution was tabled as SEAT's attorney would prefer to prepare the lease. The Board stated they would like for Mr. Stewart to pursue having Brent Stubbins prepare the lease and submit it.

Resolution 2014-10: Approve ABI Phone Systems Inc. Contract. This resolution approves the contract for the new phone system for the Fairbanks and Main Street locations for a total cost of \$9,927. Half will be paid upon signing the contract and the other half paid upon final receipt.

Ms. Rucker made a motion to approve Resolution 2014-10 as presented and Mr. DuBeck seconded the motion. Vote: In Favor (Unanimous) at 5:20pm.

Resolution 2014-11: Approve Signage for Main Street Terminal. This resolution approves new signage for the Main Street Terminal, replacing the large Z-Bus signage currently on the building, from an unspecified vendor (quotes being received) for no more than \$14,000.

Ms. Wyers made a motion to approve Resolution 2014-11 as presented and Mr. Fitz seconded the motion. Vote: In Favor (Unanimous) at 5:24pm.

Resolution 2014-12: Approve Howard Stewart Jr as Board of Trustees Secretary-Treasurer and Fiscal Officer. This resolution brings SEAT in compliance with ORC 306.42.

Mr. DuBeck made a motion to approve Resolution 2014-12 as presented and Ms. Adornetto seconded the motion. Vote: In Favor (Unanimous) at 5:24pm.

Resolution 2014-13: Approve Title Changes and New Organizational Chart. This resolution changes the job titles of Ms. Gill from Administrative Manager to Business Manager and Alicia Love from Fiscal/Compliance Officer to Finance Manager as well as approves the new organizational chart.

Mr. Fitz made a motion to approve Resolution 2014-13 as presented and Ms. Rucker seconded the motion. Vote: In Favor (Unanimous) at 5:25pm.

Resolution 2014-14: Approve Revised 2014-2017 Operating and Capital Plan.

Ms. Rucker made a motion to approve Resolution 2014-14 as presented and Ms. Wyers seconded the motion. Vote: In favor (Unanimous) at 5:27pm.

Resolution 2014-15: Approve renewal of Emergency Transportation Contract for Alfred Carr Center FY2014. This resolution approves the contract renewal for a rate of \$4.30/loaded mile.

Ms. Adornetto made a motion to approve Resolution 2014-15 as presented and Mr. DuBeck seconded the motion. Vote: In favor (Unanimous) at 5:29pm.

Mr. Stewart stated he received a price of \$64.34/month for a 48 month copier lease for the Main Street location.

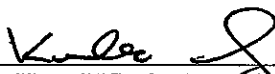
Mr. DuBeck made a motion to approve the 48 month copier lease and Ms. Adornetto seconded the motion. Vote: In favor (Unanimous) at 5:32pm

Mr. Stewart informed the Board Ms. Gill was asking for preapproval for \$160 + the cost of meals during her SERB training. The Board briefly discussed and gave their approval without a vote.

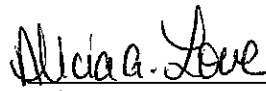
The next scheduled Board Meeting is for Wednesday April 16, 2014 at the Crossroads Library in Cambridge at 4pm. Transportation to/from the Fairbanks location will be provided to any Board members who would like to utilize it.

ADJOURNMENT:

Mr. DuBeck made a motion to adjourn the March Regular meeting and Ms. Adornetto seconded the motion. Motion carried. Meeting was adjourned at 5:35 pm.



Mr. Kurt Ufholz, Board President



Witness



Secretary